

S E C R E T

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14 FEB 1975

OFFICE OF FINANCE NOTICE NO. 5-75

SUBJECT: Counseling

A. GENERAL

This notice establishes Career Counseling Policy and Procedures within the Office of Finance.

B. DEFINITIONS

Career counseling is that periodic counseling conducted to provide career enhancing direction, to praise achievement, and to discuss deficiencies and remedies, and equally important to keep in touch with employees at all levels.

C. POLICY AND PROCEDURES

1. Immediate supervisors are responsible for counseling employees with respect to on-the-job performance. This responsibility is normally accomplished on a day-to-day basis and in conjunction with the presentation of the annual fitness report.
2. The chairperson of the respective career panels, in concert with panel members, is responsible for identifying those careerists to be formally counseled by the Executive Officer and/or the Administrative Officer.
3. Employees are invited to request counseling at any time. The Director and Deputy Director of Finance as well as the Executive and Administrative Officers will make themselves available upon request.
4. During a counseling session and in addition to discussing future plans, assignments, training, problems, and deficiencies, the Careerist may request and be provided with information relative to his/her standing on the Competitive Evaluation Listing.
5. Counseling Services are also available through the auspices of the Office of Medical Services. Arrangements for personal, professional counseling can be made, on a confidential basis.
6. Counselors take into consideration Fitness Reports, performance characteristics, background of the employee and any other pertinent considerations in order to be in the best possible position to praise achievement, discuss deficiencies and remedies and provide career enhancing direction.

THOMAS B. RAYE  
Director of Finance

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